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PRINCIPALS

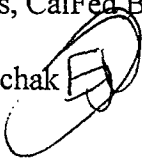
Susan Sherry
Executive Director
CSU, Sacramento

March 8, 1996

Edwin Villmoare
Director of Programs/
General Counsel
McGeorge School of Law

TO: Sharon Gross, CalFed Bay Delta Program

Kathleen Chovan
Mediator/Attorney
McGeorge School of Law

FROM: Eugenia Laychak 

ASSOCIATES

Susan Carpenter
Mediator/Author
Riverside, California

Thanks for the opportunity to comment on the draft BDAC agenda for the 3/21/96 meeting. I have just a few recommendations, to follow through on our discussions regarding improving BDAC meeting discussions to help CalFed staff address the public concerns on the alternatives. These comments are provided with the understanding the BDAC chair and/or vice chair will facilitate the meeting.

Don Carper
Mediator/Professor
School of Business
CSU, Sacramento

Kathleen Kelly
Mediator/Professor
McGeorge School of Law

~ Ensure the meeting stays on schedule while providing adequate time to cover each issue. Provide time frames for each agenda item.

Lawrence Norton
Mediator
San Rafael, California

~ Identify presenters ahead of time. Identify who will present or be the "lead" on each agenda item. For the each issues discussion, contact the BDAC'er(s) who know the most about the topic and ask if they will take the "lead" in starting off the discussion. Another option is to provide them with speaking points or scripts. If appropriate, give them guidelines on how long their introductory should be, such as 5- 10 minutes.

Betsy Watson
Mediator/Professor
Ctr./Resolution of
Environmental Disputes,
Humboldt State University

~ Providing feedback. Item 3c would be a good time to discuss how their comments/results of the discussions will be used and who the information will go to. The feedback loop can include suggestions to BDAC to get back to their constituents, especially is new information is brought out in the discussions.

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~ Issues wrap-up. Either at the end of each issue discussion or at the end of the Issue Summary section, perhaps staff can do a brief wrap-up or review of the main points discussed to make sure there is clear understanding of what was said and what the conclusions are to ensure the feedback is clear and accurate.